



606.02 Visitation

Number Series: 600 - Corrections Division
Approved Date: October 29, 2018
Review Due Date: October 29, 2019

Sheriff's Approval: Digital
Review Frequency: Annually

606.02-1 Policy

- I. The policy and procedure governing inmate visitation shall be reviewed annually and updated if necessary.
- II. The number of visitors an inmate may receive and the length of visits are limited by the facility's schedule, space, and staffing constraints or when substantial reasons exist to justify such limitations.
- III. All visitors shall be required to register prior to visitation.
- IV. Extended visits between inmates and their families may be provided as approved by the Jail Administrator or designee.
- V. Visitation shall be permitted for high-risk inmates and extra security measures shall be taken as deemed appropriate by the Jail Administrator or designee.
- VI. Special visits may be permitted with the approval of the Jail Administrator or designee when time, distance, or urgency is of primary concern to the visitor and the inmate.
- VII. Inmates shall be allowed visitation with legal counsel and their authorized representatives 7 days per week, between 0700 and 2300 hours (except during meal times).

606.02-2 General Visitation

- I. The Hendry County Sheriff's Office Corrections Division does not restrict visits solely to family members; inmate visitation with friends and relatives is encouraged.
- II. Visitation is an earned privilege.
- III. Visiting periods are a maximum of two hours per week with each visit being thirty minutes in duration per visit. Inmates are permitted free visitation Monday through Thursday. Inmates or visitors may purchase additional visits on days and times other than Monday through Friday from 1700-2330.

- IV. The visitation week runs Monday through Sunday evening.
- V. A maximum of two visitors may be present during each visit.
- VI. The above time factors are guidelines subject to space and security limitations.
- VII. Hendry County Jail facilities are smoke free facilities, which shall be observed by visitors.

606.02-3 Non-Contact and Contact Visitation

- I. Non-Contact Visitation:
 - A. Allows visitor(s) and inmate visual contact via video and a telephone to communicate.
 - B. Visitation is in a secure controlled environment.
- II. Contact Visitation - Unless specifically authorized herein, no inmate shall be entitled to contact visitation.

606.02-4 Inmate Visitation Rules

Inmate visitation rules and regulations shall be available to inmates.

- I. All inmates are to be dressed in full uniform at all times during visitation.
- II. Inmates shall not remove, alter, or in any other manner tamper with any telephone.
- III. All parties are to remain seated while visitation is in progress. No inmate or visitor shall be allowed to stand on the stool or shelf.
- IV. Horseplay and/or any other loud or disruptive conduct will not be permitted.
- V. Inmates will not use more than one telephone for their visitation.
- VI. Inmates must maintain a reasonable volume during visitation so as not to disturb other inmates' visitation.

606.02-5 Visitor Procedures and Regulations

Visitor rules and regulations shall be prominently posted and available to visitors.

- I. Visitors shall be required to present proper photo identification documents upon request, and shall be required to schedule a visit providing the following information:
 - A. Full Name
 - B. Address
 - C. Telephone number
 - D. Inmate's name
 - E. Relationship to inmate
- II. Visitors under 18 years of age must be accompanied by a responsible adult. Spouses of inmates who are under the age of 18 shall be considered adults. Documented proof of marriage shall be required.
- III. Visitor dress codes:
 - A. No open or see-through blouses
 - B. No open shirts
 - C. No bathing suits

- D. No bare feet
- E. No mini-skirts
- F. No abbreviated shorts
- IV. Introduction of contraband into the facility may result in arrest and criminal prosecution.
- V. Visits may be terminated at any time whenever the conduct of the visitor or inmate threatens the security, and orderly running of the facility.
 - A. Adults will be held responsible for the actions of their children.
 - B. Visitors creating a disturbance or using obscene language will be directed to leave and the visit terminated.
- VI. Disputes regarding multiple visitors will be resolved by the affected inmate who will decide which visitor will be refused admission.
- VII. Cameras and/or recording devices shall not be permitted in visitation.

606.02-6 Violation of Rules by Visitors and Inmates

- I. Rule violations by visitors:
 - A. Deputies observing rule violations will take the following actions:
 - 1. Approach the visitor and request to confer with him/her privately. If the visitor consents, politely, but firmly, explain the violation.
 - 2. If a visitor refuses to consent to a private discussion or refuses to abide by a rule after an explanation is given, attempt to separate the visitor from others.
 - 3. Notify a supervisor immediately and explain the situation.
 - B. Supervisors will attempt to correct the situation by explaining the matter to the visitor and requesting cooperation. If the visitor refuses to cooperate, the supervisor will take the following actions:
 - 1. Attempt to escort the visitor from the facility.
 - 2. Should the visitor refuse to leave, notify the Shift Supervisor and request assistance.
 - 3. If there has been a criminal violation detain the visitor in a secure area and request a Patrol Deputy to respond to the facility.
- II. Rule violations by inmates:
 - A. First violation may result in a warning
 - B. Second violation may result in expulsion from visitation and disciplinary action.

606.02-7 Deposits to Inmate Personal Money Account

See Section 611.03, "Inmate Personal Money Account" for information regarding the acceptance of funds for inmates.

606.02-8 Attorney Visitation

- I. Attorney visitation shall be permitted seven days per week, between 0700 and 2300 hours (except during meal times) with no restrictions placed on the number of visits. Visits may be provided during other hours with the permission of the Shift Supervisor.
- II. In the event an attorney wishes to consult with more than one inmate, the attorney should notify the facility of the names of each inmate to be seen prior to arrival at the facility.

- III. Each attorney entering the facility must:
 - A. Provide proper photo identification (i.e., driver's license).
 - B. Provide bar card or other valid proof of law practice.
 - C. All attorneys shall be logged into the facility. Deputies will ensure that the names of the inmate(s) who the attorney is here to visit are properly documented.
 - D. The Jail Administrator or designee shall approve all official visitors who enter the facility.

606.02-9 Clergy Visitation

- I. Inmates may request a priest, pastor, minister, or rabbi visit for the purpose of aid, comfort, and counseling.
- II. The following guidelines shall be followed. Variances must be approved by the Chaplain, Shift Supervisor, or higher authority.
- III. Visiting Clergy must:
 - A. Provide proper photo identification (i.e., driver's license).
 - B. Provide proper ordination documentation or a certificate of religious appointment.
 - C. Complete a visitation registration form.
 - D. Visit during designated visitation hours.
- IV. Clergy visits will be limited to one hour.
- V. Emergency requests for clergy visitation may be granted by the Shift Commander.
- VI. Clergy visitation will be held in video visitation.

606.02-10 Court Ordered Evaluation

Individuals requesting access to a HCSO Jail facility in order to conduct court ordered health and psychological evaluations must produce valid photo identification, a copy of the court order with the inmate's full name affixed to it. The court order must also indicate the individual name or company's name that is ordered to conduct the test.

606.02-11 Private Investigator Visitation

- I. Private investigators may visit inmates in relation to an investigation after submitting a letter of introduction from the Attorney of Record employing or retaining the investigator, or a copy of the Court's Journal Entry assigning the investigator to the inmate's case, to the Shift Supervisor.
- II. The Shift Supervisor will personally approve all visits by private investigators.

606.02-12 Special Visitation

- I. Special visits will only be permitted when time, distance, or urgency are primary concerns to the visitor and the inmate.

- II. The Shift Supervisor may approve visits under special circumstances where an emergency or other need would cause undue hardship to the inmate or family to visit during normal visiting hours.

606.02-13 High Risk Inmates

- I. Visitation for high risk inmates shall be permitted as determined by the Jail Administrator or designee.
- II. Visitation shall be conducted in a manner consistent with security requirements, and may require:
 - A. Additional Deputies for inmate movement
 - B. Special visitation times
 - C. Security staff in attendance during visit, or
 - D. Other special security provisions as deemed necessary.

606.02-14 Visitation between Inmates

- I. Inmates related through birth or marriage may visit with authorization of the Jail Administrator or designee.
- II. Visitation between unmarried, unrelated inmates will not be permitted, except by authorization from the Jail Administrator, designee, or higher authority.

606.02-15 Visitation Restriction/Denial

- I. Inmates shall not be denied visitation with persons of their choice, except when the Shift Supervisor, or higher authority, has clear and convincing evidence to believe that such visits would be a threat to the security of the facility or detrimental to the safety and welfare of the inmate or visitor.
- II. Visitation shall be denied when an inmate indicates that he/she does not wish to receive that individual for visitation.
- III. Visitation may be denied when an inmate is under disciplinary restriction or for other just cause.
- IV. Visitors creating a disturbance, using obscene language, or under the influence of drugs or alcohol will be denied visitation.
- V. REASON(S) FOR STAFF DENIAL OF A VISIT SHALL BE RECORDED ON AN INCIDENT REPORT AND REFERRED TO THE JAIL ADMINISTRATOR, OR DESIGNEE FOR REVIEW.

606.02-16 Visitation for Inmates Admitted to the Hospital

See Section 605.04, "Inmates Assigned To A Hospital Outside The Facility".

606.02-17 Visitation with Civil Process Servers

- I. Per Section 48.27, *Florida Statutes*, the Chief Judge may establish a list of approved certified civil process servers as an alternate means for the service of initial non-enforceable civil process.
- II. Civil process servers shall be permitted to enter the facilities seven days per week, between 0700 – 2300 hours (except during meal times) with no restrictions placed on the number of visits. Visits may be provided during other hours with the permission of the Shift Supervisor.
- III. In the event a civil process server wishes to serve more than one inmate, the server should notify the facility of the names of each inmate to be seen prior to arrival at the facility.
- IV. Each civil process server entering the facility must:
 - A. Provide proper photo identification (i.e. drivers' license)
 - B. Provide their civil server card
- V. Upon entering the facility the process server shall sign in on the Professional Visitors Log. Deputies will ensure that the names of the inmate(s) who the server visits are properly documented.
- VI. The Jail Administrator or designee shall approve all official visitors who enter the facility.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards
§ 48.27, Fla. Stat.

FCAC:

N/A

PREA:

N/A

Forms:

Professional Visitor's Log

Other Policy/ Procedure References:

600.00 Table of Content

605.04 Inmates Assigned to Hospital outside the Facility

611.03 Inmate Personal Money Account